

City of Imperial Beach
POSITION DESCRIPTION

Title: Building Inspector I
Department: Community Development
Division: Building

GENERAL PURPOSE

Under general supervision to inspect construction and/or housing of single and multi-family dwelling units, commercial buildings, substandard or dangerous buildings in all stages of construction or renovation for conformance to City approved plans, zoning, building and housing ordinances, codes and regulations; to process building permit applications and issue permits; to provide assistance to the public at the front counter; and to perform related duties as assigned..

SUPERVISION RECEIVED

Works and receives general supervision and technical direction from the Building Official. Employees in this classification receive limited supervision within a framework of standard policies and procedures. This job class functions at a full journey level of classification and requires a thorough knowledge of current Federal, State, County and City laws, and codes and ordinances related to building construction and structural requirements.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties May Include, But Are Not Limited To The Following:

Perform field inspections of both residential and commercial buildings; ensures that structures are being constructed in accordance with approved plans and specifications; inspects all aspects of building construction, including plumbing, electrical, structural and mechanical installations for compliance with State and Local codes, ordinances, and regulations; notes defects in construction work, issues correction notices and ensure correction of defects.

Performs storm water and best management practice regulation inspections related to active construction activities.

Provides information and assistance to architects, engineers, designers, contractors, builders, and the general public in the field and office; explains and interprets applicable codes, ordinances, and zoning regulations.

Assist at the public counter; review routine plans and specifications; assists the public with the preparation and filing of permits; issues permits; maintains a variety of files and

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records related to the areas of assignment; input and retrieve information into computer data bases; prepare reports, correspondence, and a variety of other written material as requested. Receives and investigates complaints on commercial, residential and housing code violations, health and safety hazards; conducts necessary enforcement actions; performs associated duties for thorough investigations through procedures as outlined for Code Enforcement Cases.

Conducts pre-construction inspections of various construction projects including, swimming pools and grading at construction sites for compliance with regulations.

Receive and resolve issues and complaints from the general public on building codes enforcement and zoning issues; investigate code violations; issues notices for correction, stop work orders and citations; serves as liaison with all parties to ensure corrective measures are taken and that issues are resolved in a timely and efficient manner.

Performs other duties as needed to ensure the smooth operation of the office including answering phones, scheduling inspections, retrieving data in files/computer and compiling, routing and filing of building plans and other related construction documents and other related duties as assigned.

Coordinates inspection activities with other departments to ensure compliance with all regulations including conditions of approval from city departments.

Other Duties

- . Works safely and abides by established safety rules
- . Responds to and uses telephone or pager signals
- . Drives an automobile to and from job sites

PERIPHERAL DUTIES

Maintains a California "C" driver's license.

DESIRED MINIMUM QUALIFICATIONS

Education & Experience

Education in building inspection/technology (minimum equivalent to 45 Community College units) with an International Code Council (ICC) Building Inspector Certificate; OR, two years of journey level construction experience with ICC Building Inspector

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Certificate; OR, Bachelor of Arts degree in a related field (i.e., engineering, architecture, etc.) with ICC Building Inspector Certificate.

Requires inspectors to possess in good standing one (1) inspection certification at time of hire. The certification may be any one of the following; an International Code of Council (ICC) building, plumbing, electrical or mechanical inspection certification; or Class I or Class II Licensed Inspector issued for State hospitals, schools or bridges.

KNOWLEDGE OF:

- Building construction principles and practices, including familiarity with carpentry, plumbing, electrical and mechanical trades.
- Methods and materials used in the construction of buildings and related structures.
- Pertinent international building and zoning codes, ordinances, and regulations including Housing, Plumbing, Electrical, Mechanical and Zoning Ordinances.
- Modern office procedures, methods, and equipment including computers.
- Principles and procedures of record keeping.

ABILITY TO:

- Understand, interpret, enforce and explain provisions of applicable building, safety, and zoning codes and ordinance requirements to contractors, designers and the general public.
- Examine workmanship and materials and detect deviations from plans, regulations, and standard construction methods and requirements.
- Perform the full range of building inspections and including the more complex commercial and industrial related inspections.
- Perform permit-processing procedures.
- Learn to analyze, interpret and accurately check building plans, specifications.
- Read and understand building construction plans, specification details.
- Respond to requests and inquiries from the general public.
- Keep records, use computer for data entry and prepare reports of inspections.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Apply technical knowledge of building trades work.
- Use sound inspection methods to examine workmanship and materials, and to detect deviations from plans, specifications, and standard installation practices.
- Review and check plans for conformance with codes and ordinances.
- Make arithmetical calculations quickly and accurately.
- Enforce necessary regulations with firmness and tact.
- Work independently with minor supervision.

ENVIRONMENT

Office and field environment; travel from site to site to conduct building inspections; extensive public contact.

PHYSICAL DEMANDS

Incumbents require sufficient mobility to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of a computer keyboard; mobility to stand, stoop, reach, bend, kneel, squat, climb ladders and walk on uneven terrain, loose soil and sloped surfaces; ability to communicate verbally to exchange information; ability to operate a vehicle to travel to various locations and meetings.

Vision: See in the normal visual range with or without correction; vision sufficient to read blueprints, computer screens and printed documents and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.